

A/D Discharge Information Screen

The screenshot shows the 'MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota' window. The left sidebar contains the 'DH94 STARS' logo and a menu with 'Actions' (Client Search, Providers, Unique ID Mod, Unique ID Merge, Transfers(4), System Message) and 'Support Tables' (Utilities, Reports, About, Close). The main content area has a top menu bar with 'General Info', 'MH', 'ADA I', and 'ADA II'. The 'ADA I' tab is selected, showing the 'ADA Discharge Info' section. The form contains fields for Unique ID (123401011950MHE), Local ID (007), First Name (James), MI, Last Name (Bond), MH Adm Date, ADA Adm Date (7/1/2008), Provider (Human Services Center Adult Chemical Dependency Tr), Last Treatment Date (08/20/2008), Time, Co-Dependent (No), Living Arrangement at Discharge (Independent Living), Emp/UnEmp Status at Discharge (Not in Labor), Reason Discharged (Treatment completed/planned discharge), Employed Full Time (Not Applicable), Number of Times Arrested 30 Days Prior to Discharge or since Admission (0), and Did client attend a self-help or support group 30 days prior to discharge or since admission (Yes). Below these are sections for 'Please update these if they are different than Admission' (Primary, Secondary, Tertiary Drug Information, Primary Gaming Type) and 'Referrals' (Alcohol & Drug Provider, Community Mental Health Center, Other Mental Health Provider, Department of Corrections, Corrections based substance abuse pgms, Division of Alcohol & Drug Abuse, Law Enforcement, Attorney, Parolee Services, Other, Clergy, Self, Medical Physician, Public Health Nurse, Indian Health Services, Veterans Administration, AA/Alanon/Alateen, Gamblers Anonymous, Narcotics Anonymous, Circuit Court 1-6).

To access the “A/D Discharge Information Screen” from the “Client Search Screen” the following steps are required:

1. Enter an existing client Unique ID/Name on the Client Search Screen and click on the “Search” tab to locate an existing record. If a record exists, single click on the client record and then “Most Recent” tab which will open up the “Client Information Screen.”
2. On the top menu bar of the “Client Information Screen” click on the “ADA Discharge Info” tab and the above screen will open up. (However if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled. By completing these two records and saving both will enable the tab to allow access to the above screen.)

GENERAL INFORMATION REGARDING THE ADA DISCHARGE INFORMATION SCREEN

When a client completes a treatment service (s) at a given facility and no further treatment services will be provided by that facility, a “Client Discharge Record” is required. A “Client Discharge Record” is not required if the client is being transferred between treatment levels within the agency. In these instances, only an ADA Transfer Level Record needs to be made. A Discharge record will be required later when the client is discharged from the facility.

DISCHARGE INFORMATION SCREEN

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS

TEST

Actions

- Client Search
- Providers
- Unique ID Mod
- Unique ID Merge
- Transfers(4)
- System Message

Support Tables

- Utilities
- Reports
- About
- Close

General Info

ADA Adm Info | ADA Trsfr Srv Lvl | **ADA Discharge Info** | ADA Disch Ltr | DUI

Unique ID: 123401011950MHE Local ID: 007 First Name: James MI: Last Name: Bond

MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Tr

Client's ADA: Discharge Record

Last Treatment Date: 08/20/2008 Time: Co-Dependent: No Living Arrangement at Discharge: Independent Living

Reason Discharged: Treatment completed/planned discharge Emp/UnEmp Status at Discharge: Not in Labor

Employed Full Time Not Applicable

Number of Times Arrested 30 Days Prior to Discharge or since Admission: 0

Did client attend a self-help or support group 30 days prior to discharge or since admission: Yes

Please update these if they are different than Admission

Primary Drug Information

Alcohol - Alcohol Primary Frequency: No Use in Past Month

Secondary Drug Information

None - Not Applicable Secondary Frequency: Not Applicable

Tertiary Drug Information

None - Not Applicable Tertiary Frequency: Not Applicable

Primary Gaming Type: Not Applicable **Primary Frequency:** Not Applicable

Referrals:

<input type="checkbox"/> Alcohol & Drug Provider	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Medical Physician	<input type="checkbox"/> Circuit Court 1
<input type="checkbox"/> Community Mental Health Center	<input checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Public Health Nurse	<input type="checkbox"/> Circuit Court 2
<input type="checkbox"/> Other Mental Health Provider	<input type="checkbox"/> Parolee Services	<input type="checkbox"/> Indian Health Services	<input type="checkbox"/> Circuit Court 3
<input type="checkbox"/> Department of Corrections	<input type="checkbox"/> Other	<input type="checkbox"/> Veterans Administration	<input type="checkbox"/> Circuit Court 4
<input type="checkbox"/> Corrections based substance abuse pgms	<input type="checkbox"/> Clergy	<input checked="" type="checkbox"/> AA/Alanon/Alateen	<input type="checkbox"/> Circuit Court 5
<input type="checkbox"/> Division of Alcohol & Drug Abuse	<input type="checkbox"/> Self	<input type="checkbox"/> Gamblers Anonymous	<input type="checkbox"/> Circuit Court 6
<input type="checkbox"/> Other Social Services	<input type="checkbox"/> Employee	<input type="checkbox"/> Narcotics Anonymous	<input type="checkbox"/> Circuit Court 7

To add a discharge record, complete the following steps:

1. Enter the last treatment date, (time is an optional field if you wish to complete)
2. If the Co-dependent status hasn't changed since admission, then enter the same response indicated on the admission record.
3. The "Living Arrangement at Discharge" has been reduced to three categories, so enter the one most fitting.
4. Enter the Emp/UnEmp Status at Discharge from the selections listed in the dropdown. Complete Not in Labor Force if the client is not employed.
5. "Reason for Discharge" has multiple selections and only one response is required.
6. Enter the "Number of times arrested 30 days prior to discharge or since Admission" if less than 30 days.
7. Respond "Yes" or "No" to "Did client has been attending self help or support groups 30 days prior to discharge or since admission".

DISCHARGE INFORMATION SCREEN

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**DH94
STARS**

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General Info		MH		ADA I		ADA II	
ADA Adm Info		ADA Trsfr Srv Lvl		ADA Discharge Info		ADA Disch Ltr	
Unique ID:	123401011950MHE	Local ID:	007	First Name:	James	MI:	
MH: Adm Date:		ADA: Adm Date:	7/1/2008	Provider:	Human Services Center Adult Chemical Dependency Tr		
Client's ADA: Discharge Record							
Last Treatment Date:	08/20/2008	Time:		Co-Dependent:	No	Living Arrangement at Discharge:	Independent Living
Reason Discharged:				Emp/UnEmp Status at Discharge: Not in Labor			
Treatment completed/planned discharge				Employed Full Time		Not Applicable	
Number of Times Arrested 30 Days Prior to Discharge or since Admission:				0			
Did client attend a self-help or support group 30 days prior to discharge or since admission:				Yes			
Please update these if they are different than Admission							
Primary Drug Information				Primary Frequency			
Alcohol - Alcohol				No Use in Past Month			
Secondary Drug Information				Secondary Frequency			
None - Not Applicable				Not Applicable			
Tertiary Drug Information				Tertiary Frequency			
None - Not Applicable				Not Applicable			
Primary Gaming Type:				Primary Frequency:			
Not Applicable				Not Applicable			
Referrals:							
<input type="checkbox"/> Alcohol & Drug Provider	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Medical Physician	<input type="checkbox"/> Circuit Court 1				
<input type="checkbox"/> Community Mental Health Center	<input checked="" type="checkbox"/> Attorney	<input type="checkbox"/> Public Health Nurse	<input type="checkbox"/> Circuit Court 2				
<input type="checkbox"/> Other Mental Health Provider	<input type="checkbox"/> Parolee Services	<input type="checkbox"/> Indian Health Services	<input type="checkbox"/> Circuit Court 3				
<input type="checkbox"/> Department of Corrections	<input type="checkbox"/> Other	<input type="checkbox"/> Veterans Administration	<input type="checkbox"/> Circuit Court 4				
<input type="checkbox"/> Corrections based substance abuse pgms	<input type="checkbox"/> Clergy	<input checked="" type="checkbox"/> AA/Alanon/Alateen	<input type="checkbox"/> Circuit Court 5				
<input type="checkbox"/> Division of Alcohol & Drug Abuse	<input type="checkbox"/> Self	<input type="checkbox"/> Gamblers Anonymous	<input type="checkbox"/> Circuit Court 6				
<input type="checkbox"/> Other Social Services	<input type="checkbox"/> Employee	<input type="checkbox"/> Narcotics Anonymous	<input type="checkbox"/> Circuit Court 7				

6. If any drugs are listed on the ADA Admission Primary, Secondary or Tertiary fields, they will be brought forward to the above listed fields. The Frequency will need to be completed for each drug that is listed. If the field is not completed on the Admission Screen, then the above field will be listed as "Not Applicable".
7. When a "Pathological Gambling" diagnosis is identified on the ADA Admission Screen in the "Gambling Diagnosis" field, a "Gambling Frequency" response is required at the time of discharge.

DISCHARGE INFORMATION SCREEN

8. In the “Referral” section, mark those areas that apply to the client. When a client is being referred to an “Alcohol & Drug Provider” at the time of discharge, the ADA Provider will need to be identified. There are two options to choose from, either identify the provider from the “ADA Provider Referred to at Discharge” dropdown list or if the agency is out of the State, type the name in the “Recommended Out of State Provider” text field and enter the State from the “State” dropdown list.
9. The “ADA Satellite Referred to at Discharge” is an optional field for completion.
10. In addition, when an “Alcohol & Drug Provider” is being marked either in or out of State, an “ASAM Level of Care/Specific Pgm Referred to at Discharge” needs to be entered in this field before the record can be saved.
11. Click on “Save to retain the record
12. To delete the record, click on the “Delete” tab and the system will bring up an alert to verify the delete. Click on “Yes” to finalized the delete or “No” to maintain the record.
13. The “Cancel” tab will return to the “Client Search Screen”.
14. The Delete and Transfer tabs will be enabled based on assigned user security
15. **When the referral is marked as “Alcohol & Drug Provider” the field “ADA Provider Referred to at Discharge” must be completed from the list of accredited providers. If the provider is not on the list, mark “Other” on the selection of referrals and not “Alcohol & Drug Provider” Otherwise the record cannot be saved. The field “ADA Provider Referred to at Discharge” can be left blank.**
16. When “Other” is checked, then the provider will need to explain this type of referral in the text field above. This only applies when “Other” is checked, otherwise this text field does not need to be completed

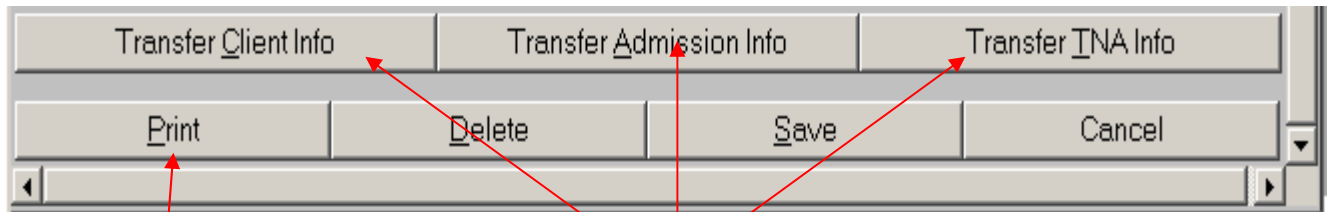
GENERAL INFORMATION REGARDING THE TRANSFER OF CLIENT INFORMATION

Information obtained on the “Client Information Screen,” “ADA Admission Information Screen” and a “ADA TNA” can be transferred to another program from the “ADA Discharge Information Screen.”

Client Discharge Records cannot be transferred. Prior to transferring this information to another provider, a release of information from the client in compliance with 42 C.F.R. Part 2 must be obtained.

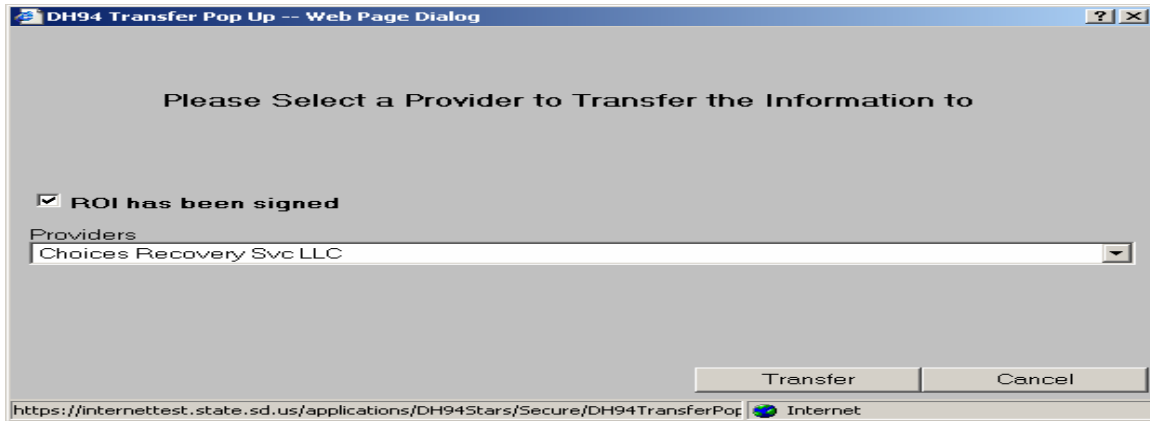
To transfer a client record from the “ADA Discharge Information Screen, the following steps are required: **Only users with Provider Administration permission level can transfer records.**

1. Enter an existing client Unique ID/Name on the Client Search Screen and click on the Search” tab to locate an existing record. If a record exists, single click on the client record and then “Most Recent” tab which opens up the “Client Information Screen.”
2. On the top menu bar on the “Client Information Screen” click on the “ADA Discharge Info” tab which opens up the “A/D Discharge Information Screen.” However if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled. By completing these two records and saving both will enable the tab to allow access to the “ADA Discharge Information Screen”.

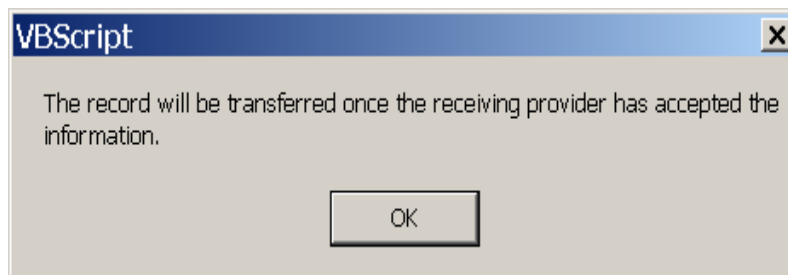


3. Scroll down to the bottom of the page and select the tab indicating what particular record is to be sent. Only one record at a time can be transferred.
4. When the “Transfer TNA Info” tab is selected, the most recent TNA record and the Client Information will be transferred to the designated facility.
5. The “Print” tab will print the discharge screen.

A/D Transfer Pop-Up



4. After clicking on the particular record to be transferred, the “ADA Transfer Pop-Up” screen will appear asking for confirmation a release of information has been obtained and a list of providers to select from.
5. Select the provider the release of information has been addressed to and click on the “Transfer” tab to transfer the record or the “Cancel” tab to return to the “Discharge Info Screen”. When the Transfer tab is selected, the below pop-up message will appear indicating that the record being sent will be accepted once the receiving agency opens up the “Transfer” screen and accepts the record. Click on “OK” to complete the transfer process. The system will return to the “ADA Discharge Information Screen” and “Cancel” will return to the “Client Search Screen.”



6. When attempting to transfer an Admission Record to a provider who already has an open admission record for this same client, a pop-up message will appear on the screen which reads “Provider already has an open Admission Record. Cannot Transfer” Click on “OK” to return to the ADA Discharge Information Screen”.
7. If attempting to transfer a Client Information or Admission Information record that was previously sent to this same provider, a pop-up message will appear stating “Provider already has the Client Record”. Tab on “OK” to cancel the transfer and return to the “ADA Discharge Information Screen”.
8. When transferring the ADA Admission Record to a provider who does not have either a “Client Information Record” or the ADA Adm Info record for this client, both records will be transferred to this provider even though only the “Transfer Admission Info” tab was selected. This is due to system requirements that call for all clients entered into STARS to have a “Client Information Record.” However when the “Transfer Client Info” tab is selected, only this record will be transferred.

